

(Methodical Recommendations of Practical Works / Seminars)

Practical (seminar) classes in the course “*Translator’s Academic Writing Skills and Technics of Notes-taking*” are aimed at the formation and development of professional and academic writing competence, the ability to systematize information through note-taking, and to apply the skills of critical analysis and presentation of research results.

Each seminar is designed to complement theoretical material, promote independent analytical work, and form the practical habits necessary for translators and researchers.

General Methodological Guidelines

1. **Purpose of Seminars:**
To consolidate theoretical knowledge, develop academic writing and note-taking techniques, stimulate independent and critical thinking, and cultivate practical translation and research writing skills.
2. **Format:**
Discussion, problem-solving, text analysis, mini-writing tasks, peer review, oral presentations, and note-taking simulations.
3. **Tools and Materials:**
 - Core textbook: *IELTS Advantage: Writing Skills* (Brown & Richards, 2020).
 - Supplementary resources: Bailey (2021), Rozakis (2021), Nord (2020), and others from the main literature list.
 - Multimedia materials: recorded lectures, charts, graphs, and authentic texts.
 - MOOC or online writing tools (Grammarly, Citation Machine, etc.) for home-based practice.
4. **Assessment:**
Student activity, participation in discussions, completion of in-class writing tasks, note-taking accuracy, and oral feedback are considered part of formative assessment.
Summative control is implemented through Independent Work of Students (IWS), Midterm Tests, and the Final Examination.

Methodical Recommendations by Week

Week 1 – Introduction to Academic Writing in Translation Studies

- Emphasize understanding the role of academic writing in professional translation.
- Encourage reflective writing (diagnostic essay).
- Discuss characteristics of scientific thinking and logic of argumentation.

Week 2 – Paragraph Structure and Cohesion

- Use examples from *IELTS Advantage* to analyze topic sentences and transitions.
- Conduct group editing tasks: rearrange sentences into logical paragraphs.
- Focus on connectors, coherence, and cohesion as translation tools.

Week 3 – Note-taking Basics and Abbreviations in Translation

- Introduce Rozan’s 7 Principles.
- Demonstrate common symbols and abbreviation systems.
- Conduct short memory recall activities using students’ notes.

Week 4 – Argument Development in Academic Writing

- Practice building argument + counterargument structure.
- Highlight lexical markers of argumentation (*however, whereas, consequently*).
- Provide teacher feedback on logical consistency and persuasiveness.

Week 5 – Citation Styles and Avoiding Plagiarism

- Demonstrate citation formatting in APA and MLA.
- Train paraphrasing and summarizing with short excerpts.
- Explain the ethical aspect of citation in academic translation research.

Week 6 – Summarizing and Synthesizing Sources

- Assign two short articles for analysis.
- Practice summarizing key ideas and integrating them in one paragraph.
- Stress the importance of synthesis for literature reviews and translation commentary.

Week 7 – Midterm 1 (In-Class Essay + Note-taking Test)

- Students write a short academic essay and perform a note-taking exercise.
- Evaluate coherence, grammar accuracy, and structure of both written outputs.

Week 8 – Writing about Data (Tables, Charts, Graphs)

- Introduce vocabulary for describing visuals (*increase, decline, percentage, proportion*).
- Practice describing real data sets (from newspapers or reports).
- Integrate translation of data commentaries into Kazakh or Russian.

Week 9 – Structuring Extended Writing (Essays and Reports)

- Work on outlines for academic essays.

- Discuss thesis statement clarity and logical flow.
- Conduct peer review sessions on draft outlines.
- **Week 10 – Advanced Note-taking for Consecutive Interpreting**
- Conduct practical exercises with 2–3 minute speeches.
- Discuss memory retention and symbol efficiency.
- Give feedback on completeness and organization of notes.
- **Week 11 – Writing Literature Reviews in Translation Studies**
- Explain structure (introduction–thematic synthesis–conclusion).
- Provide model reviews for analysis.
- Students compose a short thematic review of 2–3 abstracts.
- **Week 12 – Writing Research Projects and Academic Reports**
- Explain methodology, results, and discussion sections.
- Teach transition markers typical for research papers.
- Assign mini-projects using student-selected topics.
- **Week 13 – Presenting Research Projects Orally**
- Teach visual and oral presentation techniques.
- Conduct short practice presentations followed by feedback.
- Emphasize academic register, timing, and visual design.
- **Week 14 – Editing and Proofreading Academic Writing**
- Conduct a “peer-editing workshop.”
- Discuss common errors in grammar and style in Kazakhstani academic writing.
- Reinforce self-correction habits.
- **Week 15 – Midterm 2 (Project Submission and Oral Defense)**
- Students submit a 1000-word project and present it in 7-minute defense format.
- Assess structure, originality, citation accuracy, and oral communication.

Pedagogical Approaches

- **Student-centered learning:** each seminar encourages active participation and peer feedback.
- **Task-based learning:** practical, problem-solving tasks simulate real academic and translation scenarios.
- **Integration of technology:** using digital note-taking tools (Notion, OneNote) and citation generators.
- **Reflective learning:** students are asked to reflect on their progress through IWST activities.

Expected Outcomes of Seminars

As a result of completing practical sessions, students will:

1. Demonstrate confident academic writing and argumentation skills.
2. Apply various citation styles accurately.
3. Use abbreviations and symbols for efficient note-taking.
4. Write and present structured academic and translation-related texts.
5. Integrate research findings into coherent written and oral reports.